



## **ADMINJIM – DATA PROTECTION & GDPR POLICY**

**Effective Date:** 28/04/2026

**Last Updated:** 28/04/2026

### **1. Introduction**

1.1 AdminJim is committed to ensuring the protection of personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

1.2 This policy outlines how personal data is processed, stored, and protected when using AdminJim services.

### **2. Roles & Responsibilities**

#### **2.1 Data Controller**

The Client is the **Data Controller** and is responsible for:

- Determining what personal data is collected
- Ensuring a lawful basis for processing
- Obtaining consent where required
- Managing data subject rights

#### **2.2 Data Processor**

AdminJim acts as a **Data Processor** and:

- Processes data only on behalf of the Client
- Acts strictly in accordance with Client instructions
- Does not use data for its own purposes

### **3. Types of Data Processed**

3.1 Personal data processed may include:

- Full name
- Email address
- Telephone number
- Address details



- Job or service-related information
- Communication records

3.2 AdminJim does **not intentionally collect special category data** unless explicitly required and authorised by the Client.

#### **4. Lawful Basis for Processing**

4.1 The lawful basis for processing is determined by the Client (Data Controller).

4.2 This may include:

- Consent
- Contractual necessity
- Legitimate interest

4.3 AdminJim does not independently determine lawful basis.

#### **5. Purpose of Processing**

5.1 Personal data is processed solely for the purpose of delivering AdminJim services, including:

- Handling enquiries
- Generating and managing quotes
- Tracking jobs
- Sending communications
- Producing invoices
- Requesting customer reviews

5.2 Data will not be used for AdminJim's own marketing purposes.

#### **6. Data Security**

6.1 AdminJim implements appropriate technical and organisational measures to protect personal data.

6.2 These include:

- Secure cloud-based platforms
- Access controls and authentication
- Restricted internal access



- Regular system monitoring

6.3 Despite these measures:

No system can guarantee absolute security.

## **7. Data Storage & Retention**

7.1 Data is stored securely within third-party platforms used to deliver services.

7.2 Data is retained only for as long as necessary to:

- Provide services
- Meet contractual obligations
- Comply with legal requirements

7.3 The Client is responsible for defining retention periods.

## **8. Third-Party Processors**

8.1 AdminJim may use third-party services to deliver functionality, including:

- Automation platforms
- CRM systems
- Communication tools
- Cloud storage providers

8.2 All third-party providers are selected based on appropriate security and compliance standards.

8.3 AdminJim is not responsible for third-party system failures or breaches outside its control.

## **9. International Data Transfers**

9.1 Personal data may be processed outside the UK where third-party providers operate internationally.

9.2 Where applicable, appropriate safeguards are implemented, such as:

- Standard Contractual Clauses (SCCs)
- Adequacy decisions

## **10. Data Subject Rights**

10.1 Individuals have the right to:



- Access their personal data
- Request correction
- Request deletion
- Restrict processing
- Object to processing

10.2 Requests should be directed to the Client (Data Controller).

10.3 AdminJim will assist the Client where required.

## **11. Data Breaches**

11.1 In the event of a data breach, AdminJim will:

- Notify the Client without undue delay
- Provide relevant information to support investigation

11.2 The Client is responsible for:

- Reporting the breach to the ICO (if required)
- Notifying affected individuals

## **12. Client Obligations**

12.1 The Client must:

- Ensure lawful data collection
- Obtain consent where required
- Use the system responsibly
- Ensure compliance with GDPR

12.2 AdminJim is not responsible for:

- Unlawful data collection
- Incorrect use of personal data
- Failure to meet regulatory obligations

## **13. Confidentiality**

13.1 AdminJim ensures that all data processed is treated as confidential.

13.2 Access to data is limited to authorised personnel only.



## **14. Data Processing Instructions**

14.1 AdminJim will only process personal data:

- In accordance with documented Client instructions
- As required to deliver agreed services

## **15. Changes to This Policy**

15.1 AdminJim reserves the right to update this policy at any time.

15.2 Updated versions will be made available to Clients.

## **16. Contact Details**

For any GDPR or data protection queries:

**AdminJim**

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